

Correctional Records Technician 1

\$2,663 - \$3,459 Monthly (Range 40)

Agency Information

The Department of Corrections (DOC) is seeking a highly motivated and qualified individual as a Correctional Records Technician 1 located at Headquarters in Tumwater, WA.

APPLICATION PROCESS:

IN ORDER TO BE CONSIDERED FOR THIS POSITION, WHEN APPLYING, YOU MUST INCLUDE A LETTER OF INTEREST EXPLAINING IN DETAIL HOW YOU MEET THE REQUIRED AND DESIRED QUALIFICATIONS OF THIS POSITION AS OUTLINED IN THIS RECRUITMENT.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Agency Mission: To Improve Public Safety.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

This position provides direct support to the End of Sentence Review/Civil Commitment/Joint Forensic Unit/Less Restrictive Alternative Program Manager, the Law Enforcement Notification Program Manager, and eight Law Enforcement Notification Specialists. This position also supports the End of Sentence Review/Civil Commitment and Law Enforcement Notification Programs and the program goals, to include:

- > Investigate, request and compile all necessary documentation for committee review and DOC law enforcement notification per RCW 72.09.345 and RCW 4.24.550. Request additional records and information for the Joint Forensic Unit, civil commitment prosecutors, and other outside stakeholders for offenders who are under civil commitment consideration per RCW 71.09. Serve as the liaison between the End of Sentence Review/Law Enforcement Notification programs and DOC field, institution and records staff, as well as law enforcement agencies and the Washington State Records Center.
- > Technical expert that interprets and explains applicable laws, rules, regulations, policies and procedures; monitors program activities for compliance, and maintains knowledge of directives, policies, field instructions, WAC's and RCW's. Serve all levels of agency staff and outside agencies concerning interpretation of policy, procedure, and application as it relates to sex/violent offenders and the statewide End of Sentence Review and Law Enforcement Notification programs. Statewide contact for updating the DOC registration and ESRC referral screens.
- > Communicate with statewide institution and community corrections staff to ensure compliance with Departmental policies, division directives, and state and federal statutes pertaining to End of Sentence Review and Law Enforcement Notification. Determine eligibility and request referrals for End of Sentence Review Committee assessment per policy and statute, and update the appropriate OBTS screens.
- > Ensure appropriate dissemination of information while maintaining confidentiality of victims, witnesses, and offenders. Assist the Public Disclosure Coordinator with processing End of Sentence Review/Civil Commitment and Law Enforcement Notification file material requests. Redact End of Sentence file review

packets per the Sinka Decision for Community Custody Board cases. Respond to discovery requests and law enforcement dissemination in a timely manner.

- > Correspond and collaborate with other agencies in order to maintain and build professional relationships with outside stakeholders.
- > Compile Washington State Patrol information relative to sex offender registration and tracking of Criminal History records checks.
- > Provide technical assistance to programmers in developing, testing and implementing division and agency wide offender tracking systems.
- > Maintain and support statewide End of Sentence Review records storage either traditional, electronic, or both. Assist with archiving End of Sentence Review files and Civil Commitment files.
- > At the discretion of the Supervisor, be available to respond to emergencies, unanticipated deadlines, and emergent needs of all stakeholders, utilizing expert skills in negotiation, and written/verbal communication. Ensure that potentially sensitive issues are communicated immediately to the higher authority. Interface with all programs to plan, organize, and investigate any legislative projects, research projects or other requests made by the outside stakeholders or the general public regarding sex offenders referred to and/or reviewed by the End of Sentence Review Committee or subcommittees.

Qualifications

REQUIRED QUALIFICATIONS:

- > High school graduation or GED;
- > Four years of clerical experience, to include, two years working in a correctional environment; and
- > Ability to read detailed, sexually explicit and often graphic, file material for extended periods of time.

DESIRED QUALIFICATIONS:

- > Knowledge of various types of software programs for example: Microsoft Office, Excel, Access, OBTS, OMNI, Liberty, and Gatekeeper;
- > Knowledge of public disclosure process and procedures; and
- > ACCESS/WACIC Certification.

Special Notes

Please consider the following when deciding whether to apply for this opportunity:

- > Essential functions and work activities for this position involve material that is sexual and violent in nature;
- > Requires working core hours, Monday through Friday 8:00 am - 5:00 pm, 40 hours per week, and may require approved/directed adjustments to the work schedule to complete duties;
- > May require extensive computer work for long periods of time;
- > May require travel and involve overnight stays;
- > Able to prioritize and complete tasks in accordance with established timelines;
- > Able to sit and/or stand for extended period of time;
- > Able to handle stressful situations and effectively apply de-escalation skills as needed;
- > All Department of Corrections' employees are fingerprinted for a criminal history background check; and
- > All DOC facilities are smoke and/or tobacco free.

APPLICATION PROCESS:

You must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within www.careers.wa.gov.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, email mkbovenkamp@doc1.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020301* and click on Start Search.
5. Click on the link Correctional Records Technician 1, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.